

Chapter 9: Transmittal Edit Reports

Chapter Overview

This chapter provides information about the edit report generated when your monthly transmittal is processed by DRS. It also provides information about how you should respond if you receive edit messages. Refer to this chapter for details about:

- Understanding how DRS edits transmittal data
- Using the transmittal edit report
- Using the transmittal correction report

See Chapters 7 and 8 for instructions on how to complete your monthly transmittal report. Refer to Chapter 10 for information about the DRS Statement of Account Activity and reconciling your account.

Understanding How DRS Edits Transmittal Data

The information you submit on your transmittal report is edited for accuracy when processed by DRS. This edit process verifies the information is valid before it is stored in the DRS database. If an error is discovered during the edit process, the transaction in error may be rejected, corrected, or left as is. After the transmittal report has been processed, a transmittal edit report is sent back to you to show the errors found and the actions taken. If there are no errors, a transmittal edit report is not produced.

You may choose to have automated system corrections rejected, rather than having them automatically corrected by DRS. You must make prior arrangement with DRS to select this option. Contact ESS for additional information.

Types of Errors

DRS groups errors into categories based on the system response to the reported transaction. The following summarizes these categories.

Warnings

The system cannot determine whether the data reported is correct or not, but it may be questionable. The system processes the transaction as reported, but generates an edit message to notify the employer to review the data and determine if it is correct.

Example: Over 300.0 hours of service are reported for a given earning period.

Information Changed

The system can determine a transaction is in error and what the correct transaction should be. The system corrects the data and the transaction is processed.

Example: A Plan 1 member is reported in Plan 2. The system corrects and transfers the adjusted data to Plan 1.

Example: The member and employer contributions reported for a member are not correct based on the reported compensation. For nontaxed employers, the system uses the reported compensation and recalculates contributions based on the appropriate rates for the earning period being reported.

Rejected Transactions

The system can determine the transaction is in error, but there is not enough information for the system to determine what is correct. The transaction is rejected for the employer to analyze. The data is not processed and the contributions are not added to, or subtracted from, the member's account or invoiced to the employer's account. If appropriate, the employer should submit a correcting transaction as soon as possible.

Example: A transaction for a new employee is reported without a begin date.

Example: A member is reported with an earning period outside the member's enrollment period.

Note: If compensation and the associated contributions are changed or rejected, the amount of the change will be reflected on your Statement of Account Activity.

Days Late

The monthly transmittal report must be received at DRS by the 15th of the month to ensure member account information is updated and interest is applied in a timely manner. Three business days are allowed for postal delivery. DRS charges the employer for late reporting if the monthly transmittal is not received by the third business day after the 15th. DRS applies a fixed fee for each day a report is late.

Example: A monthly transmittal for June 1999 (due July 15) is received on July 25. DRS allows three business days (until the 20th) to receive the report, then charges the employer a penalty for five days of late reporting (the 21st to the 25th). The current late penalty charge is \$5 per day.

Deficiency Charges

State law permits DRS to assess an additional fee to employers for late or inaccurate reporting (RCW 41.50.110(5)). At this time, deficiency charges are not applied for inaccurate reporting; i.e., rejected transactions, warnings, or system-corrected errors. However, a penalty assessment fee is applied for late reporting.

If you have questions about a deficiency charge or penalty assessment applied to your reporting, please contact ESS.

Using the Transmittal Edit Report

The DRS transmittal system uses a single edit report to provide information to you about your reporting. The edit report lets you know if information has not been reported, if information has been reported incorrectly, or if information you have reported has been rejected.

The edit report consists of a banner page and two report sections. The report sections are Transmittal Edit Messages and Transmittal Reconciliation Information.

You will only receive an edit report if your transmittal report has errors. You will only receive those sections of the report that apply to those errors. The following pages provide information about the banner page and each section of the edit report.

Banner Page

The edit report has a cover sheet called the banner page. This page is primarily used to identify the employer receiving the edit report.

The banner page also provides information such as:

- the address for mailing transmittal reports;
- the address for mailing payments;
- a message area; and
- a telephone number to call for assistance.

A sample of the banner page is shown on the following page.

Sample: Banner Page

WASHINGTON STATE DEPARTMENT OF RETIREMENT SYSTEMS	
PO Box 48380 Olympia Washington 98504-8380	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Employer Information</p> <p>Reporting Group (Department) No: 5000</p> <p>Employer Organization Number : 3123</p> </div> <div style="width: 50%;"> <p>Retirement System: PERS</p> </div> </div>	
<p>PAYROLL OFFICER MODERNITY, CITY OF P.O. BOX 754 MODERNITY, WA 99999</p>	<p>Make address : changes here : and return to DRS :</p>
<p>DRS Addresses</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>* Mail transmittal reports to:</p> <p>* Mail payments to:</p> </div> <div style="width: 50%;"> <p>Department of Retirement Systems PO Box 48380 Olympia, WA 98504-48380</p> <p>Department of Retirement Systems PO Box 9018 Olympia WA 98507-9018</p> </div> </div>	
<p style="text-align: center;">***** Is some of your information being rejected? *****</p> <p>TRS and SERS Plan 2 members can transfer to Plan 3 during the month of January only. Please encourage PERS Plan 2 members to read all Plan 3 literature provided by DRS. Plan 3 transfer window for members of state agencies and higher education employers begins March 2002. PERS Plan 3 transfer window for all other PERS employers begins September 2002. DRS encourages employers to call the phone number below whenever you have a question on what to report or how to report a member to DRS. Please refer to DRS Notice 01-003 dated April 24, 2001.</p>	
<p>Questions?</p> <p>For more information about transmittal reporting, see your DRS Employer Handbook.</p> <p>For transmittal reporting questions, call Employer Support Services at (360) 664-7200. Or our 800 number: 1 (800) 547-6657</p>	

Transmittal Edit Messages

The Transmittal Edit Messages section of the edit report provides information about each edit performed on a given transaction. The transaction is first displayed exactly as it was reported to DRS. Following the reported transaction are the edit messages relating to the transaction. The messages are grouped together and identified by type of error.

Edit messages may show as rejects, warnings or information changed. Each edit performed on a transaction provides an explanatory message so you can understand what has happened to the information you reported.

Samples of the transmittal edit messages using the MRL and SRL are shown on the following pages.

Sample: Multiple Record Layout Transmittal Edit Messages

PROGRAM: P33ER124		Washington State Department of Retirement Systems		Page No: 1
Run Date : 04/11/02		TRANSMITTAL EDIT MESSAGES		Reporting Period: 03/02
				Version: R01
Reporting Group (Dept.) No: 5000		Modernity, City of		System: P Plan 2
223-16-8888	PERRY, JAMES			
Defined Benefit :	Earn Per: 200203	Compen: 883.12	Mrb Contr: 7.77	Emplyr Contr: 15.63
	Status: A	Type Code: 03	Hours: 56.0	Days: 0
Info changed:	Wrong plan reported. DRS transferred data from incorrect Plan 2 to correct Plan 1.			
Info changed:	Member contributions are invalid based on contribution rates for Plan 1 (6%). DRS changed member contributions from \$7.77 to \$52.99. Net change was \$11.92.			
443-56-8888	ISAACS, KEN			
Defined Benefit:	Earn Per: 200203	Compen: 351.18-	Mbr contr: 3.09-	Employr Contr: 6.21-
	Status: A	Type Code: 03	Hours: 22.4-	Days: 0
Rejected:	The sum of the transactions on this report would create a negative balance of hours or days for the earning period being reported. Resubmit with the correct information.			
533-30-8888	JONES, MARCUS T			
Defined Benefit:	Earn Per: 200203	Compen:	Mbr contr:	Employr Contr:
	Status: A	Type Code:	Hours:	Days: 0
Warning:	Information was not reported for this member. Information was last received for the 03/99 reporting period. Please submit the necessary information.			
612-04-8888	KELLY, LANCE			
Employment Info:	Type Code: 03	Employment Dates—Start:	End: 19990401	
	Leave—Start	End:	Control No:	Org No:
Warning:	Separation transaction processed for this SSN. Information is missing for the following earning periods. Please submit the necessary information as soon as possible. 01/99 02/99			
435-90-8888	LARSEN, HENRY			
Defined Benefit:	Earn Per: 200203	Compen: 1866.24	Mbr Contr: 16.42	Empl Contr: 33.03
	Status: A	Type Code: 30	Hours: 144.0	Days: 0
Rejected:	Invalid type code.			

Sample: Single Record Layout Transmittal Edit Messages

PROGRAM: P33ER124		Washington State Department of Retirement Systems					Page No: 1	
Run Date : 04/11/02		TRANSMITTAL EDIT MESSAGES					Reporting Period: 03/02	
							Version: R01	
Reporting Group (Dept.) No: 5000			Modernity, City of			System: P		Plan 2
Soc Sec Num	Name	Earning Period	Type	Status	Comp	Contributions Member	Employer	Hrs/ Days
223-16-8888	PERRY, JAMES	03/02	03	A	883.12	7.77	15.63	56.0
Info changed:		Wrong plan reported. DRS transferred data from incorrect Plan 2 to correct Plan 1. Member contributions are invalid based on contribution rates for Plan 1 (6%). DRS changed member contributions from \$41.07 to \$52.99. Net change was \$11.92.						
443-56-8888	ISAACS, KEN	03/02	03	A	351.18-	3.09-	6.21-	22.4-
Rejected:		The sum of the transactions on this report would create a negative balance of hours or days for the earning period being reported. Resubmit with the correct information.						
533-30-8888	JONES, MARCUS	03/02						
Warning:		Information was not reported for this member. Information was last received for the 03/99 reporting period. Please submit the necessary information.						
612-04-8888	KELLY, LANCE	03/02	08	A	8280.77	72.87	621.05	369.5
Warning:		Reported number of Hours is greater than 300.00 (or less than -300.0). Please verify and correct if necessary.						
435-90-8888	LARSEN, HENRY	04/99	30	A	1866.24	86.78	139.97	0
Rejected		Invalid type code.						

Members with 90 Days to Choose Plan

You will receive this section of the edit report only when you have reported new members in PERS. The report is generated when new members are reported who have 90 days to make a plan choice between PERS Plan 2 or PERS Plan 3.

A sample of the Members with 90 Days to Choose Plan. report is shown on the following page.

Sample: Members with 90 Days to Choose Plan Report

PROGRAM: P33ER124		Washington State Department of Retirement Systems		Page No: 1	
Run Date : 04/11/02		MEMBERS WITH 90 DAYS TO CHOOSE PLAN		Reporting Period: 03/02	
				Version: R01	
Reporting Group (Dept.) No: 5000		Modernity, City of		System: P Plan 2	
Soc Sec Num	Name	Begin Date	90 Day Calendar Date		

123-45-6789	PERRY, JANE	03/01/2002	05/29/2002		

Transmittal Reconciliation Information

The Transmittal Reconciliation Information section of the edit report helps you track the effect that transmittal processing has on contributions due to DRS. The report shows the amount you reported as the total for compensation and contributions, the total amount of any recalculations or adjustments made by the system after processing the transmittal, the total amount of compensation and contributions rejected and the net difference.

You will receive this section of the edit report only when transmittal processing results in recalculations or rejections. You can use this section of the edit report to evaluate the impact of these recalculations or rejected transactions on your account balance so you can respond appropriately.

A sample of the Transmittal Reconciliation Information section is shown on the following page.

Sample: Transmittal Reconciliation Information

Program : P33ER124		Washington State Department of Retirement Systems			Page No: 1	
Run Date: 04/11/02		TRANSMITTAL RECONCILIATION INFORMATION			Reporting Period: 03/02	
					Version: R01	
Reporting Group (Dept.) 5000		MODERNITY, CITY OF				
=====	Total	Recalculated/				
PERS PLAN 1	Reported	Adjusted/	Rejected	Processed		
=====	by Employer	by DRS	by DRS	by DRS		
Compensation	6,850.66	883.12	.00	7,733.78		
	=====	=====	=====	=====	Net	
					Difference	
Contributions						
Member	411.04	52.99	.00	464.03		52.99
Employer	121.26	15.63	.00	136.89		15.63
	-----	+	-----	+	-----	-----
Total	532.30		68.62	.00	=	600.92
						68.62*
						=====
=====	Total	Recalculated/				
PERS PLAN 2	Reported	Adjusted/	Rejected	Processed		
=====	By Employer	By DRS	By DRS	By DRS		
Compensation	52,026.01	883.12-	1,515.06-	49,627.83		
	=====	=====	=====	=====	Net	
					Difference	
Contributions						
Member	457.03	7.77-	13.33-	436.73		21.10-
Employer	920.86	15.63-	26.82-	878.41		42.45-
	-----	+	-----	+	-----	-----
Total	1378.69		23.40-	40.15-	=	1315.14
						63.55-*
						=====
*On your DRS Statement of Account Activity, the Contribution Transmittal (CT) invoice or the Transmittal Invoice amount will be equal to the total in the "Processed by DRS" column. Please take the necessary steps to reconcile your account with DRS. Call your Account Manager if you have questions.						

Linking the Transmittal Report to Your Account

The “Net Difference” on the Transmittal Reconciliation Information section of the edit report represents the amount due if your original payment amount equals the amount you reported. The Contribution Transmittal (CT) invoice or the Transmittal Report Adjustment line item on your DRS Statement of Account Activity will be the same amount as the total in the “Processed by DRS” column of the Transmittal Reconciliation Information section.

The sample below shows the statement as it would appear based on the preceding sample of the Transmittal Reconciliation Information section.

P L A N	C O D E	DESCRIPTION	RECEIVED OR POSTED DATE	DUE BY DATE	RPT PERIOD, INVOICE OR PAYMENT NUMBER	TRANSMITTAL REPORT INFORMATION	INVOICE OR PAYMEN T AMOUNT	BALANCE DUE
2		REPORTING GROUP 5000 (PERS) Transmittal Report – RO1 Reported by Employer Member Employer Total				457.83 <u>920.86</u> 1378.69		
		Rejected by DRS Member Employer Total				7.77- <u>15.63-</u> 23.40-		
		Recalculated by DRS Member Employer Total				13.33- <u>26.82-</u> 40.15-		
		Calculated by DRS Member Employer				436.73 <u>878.41</u>		
	CT	Contribution Transmittal Mar 2002Payment Mar 2002 CT TOTAL	04/11/2002 04/03/02	04/18/2002	032002 W12345		1315.14 <u>1378.69-</u>	63.55-

Note: In this example, the employer would need to submit correcting transactions and use a Credit Redistribution form to reconcile the Plan 1 and Plan 2 account balances. These account balances are the result of the rejected transactions and a member being reported in the wrong plan.

Using the Transmittal Correction Report

When you discover an error, you can submit a correcting transaction on your regular monthly transmittal or you can submit a correcting transaction at any time of the month using a transmittal correction report. A correction report provides you with the flexibility to correct errors quickly and to respond promptly to rejected transactions. It is important to re-report rejected transactions as soon as possible. This assists in getting the information posted to the member's account in a timely manner.

Correction reports can be submitted by any transmittal reporting method. You do not have to submit corrections using the same method as your regular report. If you send your regular report by diskette, you can submit a correction using the paper Transmittal Correction Report.

The report period DRS assigns to your correction report will be the same as the last regular report that has been processed. The report period assigned by DRS is used to identify your correction on edit reports and on your Statement of Account Activity.

If you owe contributions because of transactions on your correction report, you must also send the payment with a Payment Advice form to DRS.

If DRS finds errors on your correction report, you will receive an edit report from DRS, just as you would with any other transmittal report.

Submitting Correction Reports by Electronic Methods

To submit a correction report using one of the electronic methods, enter a "C" (for correction) in the Report Type field. Contact ESS to request additional information about reporting transmittal corrections electronically.

USING THE PAPER TRANSMITTAL CORRECTION REPORT

The Transmittal Correction Report is interactive; you may complete it on y Retirees who work in eligible positions

Retirees who work in ineligible positions **our computer. If you need to submit multiple pages, print the completed page, then click on the reset form button to start another page.**

1. Fill in the employer information requested in the header:
 - Your reporting group (department) number.
 - The retirement system and plan for the correction(s) being reported on this page (only one system/plan per page).
 - The employer's name.
 - The name of the person preparing the form and his or her telephone number.
 - Page number, if more than one page of corrections is submitted.
2. Complete the member and earnings information for the transactions you are submitting. Include the same information as you would for any regular transmittal transaction.
3. Complete the totals at the bottom of the page.
 - For each page, total the amounts in the compensation, member contributions, employer contributions, and hour/days columns. Write the total in the page total fields.
 - On the final page for each plan, enter a plan total. (When your report has multiple pages for a plan, create the total by adding the page totals from each page for that plan).
 - If you are submitting corrections for more than one plan: Enter a system total on the final page of your report. (Create the total by adding the plan totals).
4. Make a copy of the correction report for your records.
5. Send the original correction report to DRS at the address given in the lower right corner of the Transmittal Correction Report. This is the same address used to mail regular reports.
6. If you will owe contributions as a result of the transactions you are reporting on the Transmittal Correction Report, you must send payment and a Payment Advice form to DRS. Send payments to the address shown on the Payment Advice form.

7. If you will be creating a credit to your DRS account because of the transactions you are reporting on the Transmittal Correction Report, you may need to use the Credit Redistribution form.

Please call Employer Support Services at (360) 664-7200 or toll-free at 1-800-547-6657 if you have any questions.

Linking the Correction Report to Your Account

After the correction report has been processed, the results will appear on your Statement of Account Activity. The adjusting transactions are listed under the line titled “Transmittal Report—CO1” showing an invoice adjustment.

The sample below shows how the correcting transaction shown in the preceding example will appear on your Statement of Account Activity.

P L A N	C O D E	DESCRIPTION	RECEIVED OR POSTED DATE	DUE BY DATE	RPT PERIOD, INVOICE OR PAYMENT NUMBER	TRANSMITTAL REPORT INFORMATION	INVOICE OR PAYMENT AMOUNT	BALANCE DUE
2		REPORTING GROUP 5000 (PERS)						
		Transmittal Report – RO1						
		Reported by Employer						
		Member				457.83		
		Employer				<u>920.86</u>		
		Total				1378.69		
		Rejected by DRS						
		Member				7.77-		
		Employer				<u>15.63 -</u>		
		Total				23.40-		
		Recalculated by DRS						
		Member				13.33-		
		Employer				<u>26.82-</u>		
		Total				40.15-		
		Calculated by DRS						
		Member				436.73		
		Employer				<u>878.41</u>		
	CT	Contribution Transmittal	04/01/2002	04/18/2002	032002		1315.14	
		<i>Transmittal Report – C01</i>						
		Member				13.33		
		Employer				<u>26.82</u>		
		Transmittal Invoice Adjustment	05/15/2002		W12345		40.15	
		Mar 2002 Transmittal Payment					<u>1378.69</u>	
		Mar 2002 CT TOTAL						23.40-

Note: In this example, after submitting the correcting transactions on the correction report, the employer would need to use a Credit Redistribution form to reconcile the Plan 1 and Plan 2 account balances. These account balances are the result of a member being reported in the wrong plan.

